

AR-D-6048

MEMORANDUM FOR: ✓ Director of Training
 ✓ Chief of Administration/ID/P
 ✓ Assistant Deputy Director, Administration (IAS)
 25X1A [REDACTED] Special Assistant to ID/A
 ✓ General Counsel
 ✓ Auditor-in-Chief
 ✓ Assistant Director (Personnel)
 ✓ Comptroller
 ✓ Chief, Medical Staff
 ✓ Chief, Procurement and Supply Office
 ✓ Chief, General Services

SUBJECT : Deputy Director (Administration) Staff Meetings

1. The regular weekly Deputy Director (Administration) Staff Meeting, which heretofore has been held at 3 p.m., Tuesday afternoons, will in the future be held at 4 p.m., Monday afternoons. The meetings for the 10th and 25th of August will be held in the Conference Room, 132 South Building. Thereafter, the meetings will be held in the Director's Conference Room, Administration Building.

2. It is requested that attendance at these meetings be confined to the individuals addressed, except that Chiefs of the Deputy Director (Administration) Offices may be represented by their Deputy or specifically designated alternates when the Chiefs themselves are away.

L. K. WHITE
 Assistant Deputy Director
 (Administration)

SA 'ADD 'A:RSW:jeb (14 Aug 52)

ADD/A chrono

*Back office notified
 of changes by phone before
 10:30 - 18 Aug 52.*

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